

## MEMORANDUM FOR RECORD

SUBJECT: Standard Format for Design Analysis

1. This memorandum establishes the design analysis format for Engineering Division. Most all situations are covered by the memo. If format questions develop that are not covered by these rules, call Doug Cunningham at extension 4042.

## 2. Rules:

- a. Font: **Courier New, Size 10** for all text and page numbering. This document is courier new 10 so make it look like this.
- b. Two spaces below initial section title. **No** double spacing anywhere else.
- c. **No** underlining.
- d. **No** bold lettering.
- e. Section titles shall **not** be all capitals.
- f. Colon after all first level titles.
- g. Margins:

Left	1.25"
Right	0.75"
Top	1.0"
Bottom	1.0"
- h. Page numbering: bottom center, courier new, size 10. Check to make sure it is the correct size and not bold. Note page numbering leads with section number.
- i. The official sections are as follows:
  - General**
    - I-General
  - Siting**
    - II-Siting
  - Civil**
    - III-1-Pavements
    - III-2-Grading and Storm Drainage
    - III-3-Fencing
    - III-4-Railroads
    - IV-Landscaping, Planting and Turfing
  - Utilities**
    - V-1-Water
    - V-2-Sanitary/Wastewater
    - V-3-Gas
    - V-4-Steam Distribution
    - V-5-Special Considerations
  - Fire Protection**
    - VI-Fire Protection

**Architectural**

VII-Architectural

**Structural**

VIII-Structural

**Mechanical**

IX-1-Heating, Ventilation and Air Conditioning

IX-2-Plumbing

IX-3-Fire Suppression

IX-4-Special Considerations

IX-5-Special Mechanical Systems and Equipment

IX-6-Boiler Plants

IX-7-Air Pollution Control and Equipment

**Electrical**

X-Electrical

**Electronics**

XI-Electronic Systems

**Foundation Conditions**

XII-Foundation Conditions

**Cost Estimate**

XIII-Cost Estimate

j. Two spaces behind a paragraph letter or number. Do not tab after a paragraph number or letter.

k. Two spaces behind any period or colon.

l. One space behind a comma.

m. Tab settings at 0.5" increments.

n. Note the format of the "Specifications" paragraph. List your specs accordingly using a comma and a space after the specification number.

o. Refer to your PAE or lead discipline for official job title. Spell out the state's name. Do not abbreviate.

p. **Do not** use an indent unless you have a situation that typically occurs in the Design References section where you may have a wrap that leaves only one word next to the left margin. For example:

**DO:**

b. Architectural and Engineering Instructions, Office Chief Engineers  
MDO.

**DON'T:**

b. Architectural and Engineering Instructions, Office Chief Engineers  
MDO.

q. Example of "Parenthetical Hierarchy":

1. Title:

<tab> a. Text.....

<tab> <tab> (1) Text.....

<tab> <tab> <tab> (A) Text.....

Chapter IX-1-Heating, Ventilation and Air Conditioning  
10% Design Submittal  
(\*\*\*\*\*Official Job Title, MAKE SURE IT MATCHES\*\*\*\*\*)  
MacDill AFB, Florida

1. Design References:

- a. 1989 A.S.H.R.A.E. Handbook of Fundamentals
- b. Architectural and Engineering Instructions, Office of the Chief of Engineers
- c. E.T.L. 94-4 Energy Usage Criteria for Facilities in the Military Construction Program
- d. A.S.H.R.A.E. Standard 62-89 "Ventilation For Acceptable Indoor Air Quality"
- e. N.F.P.A. Standard 90A
- f. S.M.A.C.N.A. HVAC Duct Construction Standards
- g. T.M. 5-785 Engineering Weather Data
- h. T.M. 5-815-3 Heating, Ventilating, and Air Conditioning (HVAC) Control Systems

2. Title:

<tab> a. Text.....

<tab><tab> (1) Text.....

<tab><tab><tab> (A) Text.....

3. Title: If you have only one paragraph associated with a section, simply follow the colon like I have done here. Don't suspend the text below.

4. Specifications:

- a. CEGS Section 15250, Thermal Insulation for Mechanical Systems
- b. CEGS Section 15895, Air Supply and Distribution System for Air Conditioning System